

Change in Principle Investigator Request Example

Place on state stationery and remember to include award number.

Name of the current GMO
Grants Management Officer
Procurement and Grants Office
2920 Brandywine Road, Suite 3000
Mail stop E-18
Atlanta, GA 30341

Re: Cooperative Agreement U58/CCU _____
Program Announcement 03022
Change in Principle Investigator

Dear _____:

This letter is to request approval for a change in the Principal Investigator for the cooperative agreement listed above.

<<Insert brief paragraph indicating reason for the change in PI, who the new PI is replacing, and some expertise highlights indicating how the change will benefit the programs funded under the cooperative agreement.>>

As requested in the award guidelines, a copy of his/her CV is attached for the record. We look forward to your response.

If you have any questions regarding this request, please feel free to contact me at _____.

Sincerely,

/s/
Principle Investigator/Director

/s/
Business Official